



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

Application Number

1. Agency Address

Dept. of Education, OFFICE OF PLANNING
AND DEVELOPMENT
Room 217
12 Mitchell Street
Atlanta, Georgia 30334

PLANNING AND EVAL. DIVISION

FOR RECORDS MANAGEMENT USE

Application Number

80-233

Date Received

FEB 29 1980

Date Completed

MAR 19 1980

2. Person to Contact

Jess Elliot

Working Title

Director of Research

Telephone Number

656-2402

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

FY 66 Present

5. Records Series Title (followed by title used in office, if different)

ESEA Title I Evaluation Report Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Evaluation Unit is responsible for administering federal requirements for evaluating Title I, ESEA; designs and conducts evaluation studies of the Department; administers the Georgia School Finance Study; and provides information to local systems, CESA's and Department staff on research in education in the nation.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

Reporting that is required by the Federal government on ESEA, Title I Evaluation.

Included are:

ESEA Title I reports from local school systems, intermediate analysis of data from reports, and other related reports.

File is arranged:

Alphabetically by School System.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 5; Seven to twelve months old 5; Thirteen to twenty-four months old 4; twenty-five months and older 0?

9. Annual Rate of Accumulation of Records

Letter-size drawers 22; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | | | |
|--------------------------|---|--------|-----------------------------------|---|--------|
| a. State Law | 0 | years. | d. Audit period | 5 | years. |
| b. Statute of limitation | 0 | years. | e. Administrative need | 2 | years. |
| c. Federal law | 5 | years. | f. Federal retention instructions | 5 | years. |
- After submitting report or until pending audit is resolved. Attach copy or excerpt of laws or regulations. Explain administrative need.
- After submitting report or until pending audit is resolved.

REG 116 A.55 Federal Register October 12, 1979.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____, then,

- ☒ Hold in the current files area until report is completed, _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention,
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	2/22/80	Walker L. Baumgardner	2-15-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	2-18-80
State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee	
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	3-13-80
			3-18-80